

STAT

23 JUL 1973

MEMORANDUM FOR : Director of Personnel

ATTENTION : Chief, Position Management and  
Compensation Division

SUBJECT : Establishment of the Executive  
Secretariat

1. On 12 July 1973 the CIA Management Committee approved establishment of the Executive Secretariat. The minutes of that meeting contain this approval in paragraph 2-E. It is to have an initial T.O. of [ ] positions with an average grade of 10.062.

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3. The Executive Secretariat is to service [ ] personnel in the O/DCI complex. The components to be serviced are listed on the bottom of attachment A.

25X1

4. Also attached for your information is a copy of MCA-50 which contains the organization approved by the CIA Management Committee. [ ] is being published announcing the establishment of the Executive Secretariat.

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/s/ W. E. Colby  
W. E. Colby  
Executive Secretary  
CIA Management Committee

Attachments  
A/S

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17 July 1973

MEMORANDUM FOR THE RECORD

SUBJECT: CIA Management Committee Meeting on 12 July 1973

1. The Committee met on 12 July. In attendance were:

Vice Chairman  
Executive Secretary  
Mr. Duckett  
Mr. Proctor  
Mr. Brownman

24X1  
[Redacted]  
General Allen  
Mr. Houston  
Mr. Forbush  
Mr. Breckinridge  
Mr. Carver

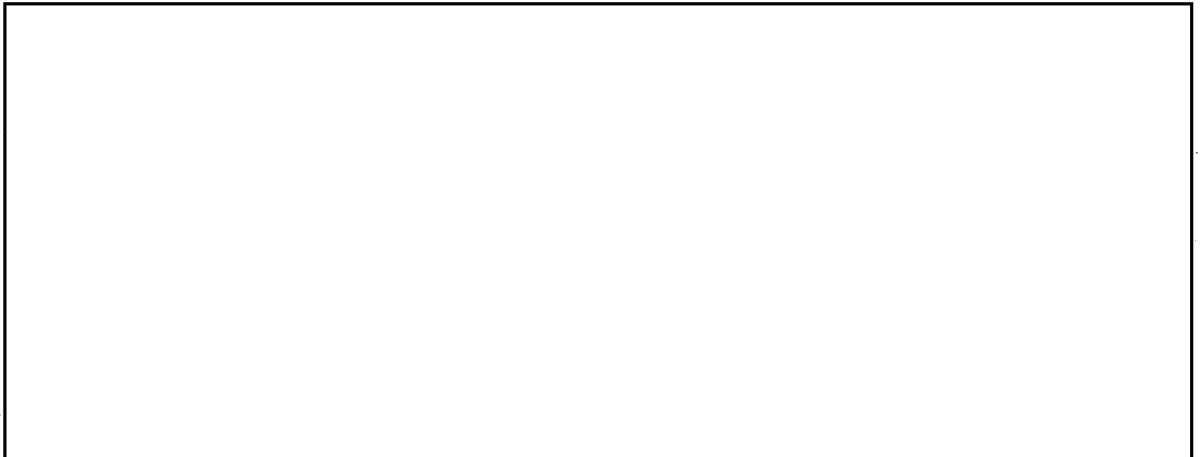
2. The following topics were discussed, and decisions reached are as recorded below:

[Redacted]

B. Proposal for an Office of Political Research (MCA-48).  
After discussion in which several additional considerations were advanced, the proposal was approved in principle, with the understanding that the DDI will develop the specifics necessary for final approval through normal channels.

C. IG's Review of Agency Air Support Activities (MCA-47).  
The various recommendations of the Review were discussed, and the following actions assigned:

[Redacted]




e. DDM&S Action: A CIA Air Adviser will be nominated and a proposal will be submitted for his status and functions. The membership of ExComAir will continue to act as an advisory body to the CIA Air Adviser.

D. National Intelligence Office (MCA-44A). Members commented. Colby will consider their various suggestions and advise what kind of organizational framework will be developed in order to support the DCI. During the course of the discussion, Colby noted that he wished to de-emphasize the notion that the DCI wears "two hats" and went on to explain that the Agency is an essential support mechanism to the Director of Central Intelligence.

E. Executive Secretariat (MCA-50). Approved.

F. MAG Annual Report. Colby noted his intention to distribute a Memorandum to Holders of the Annual Report on his review of the Credit Union.

  
W. E. Colby  
Executive Secretary  
CIA Management Committee

Distribution:

- O - Management Committee File
- 1 - Each Attendee
- 1 - EA/DCI
- 1 - EA/DDCI
- 1 - ER

6 July 1973

EXECUTIVE SECRETARIAT

1. The Executive Secretariat is established, effective \_\_\_\_\_. The Secretariat will be under the supervision of the Director and consist of the Executive Secretary, two Staff Assistants, and two Secretary-Stenos.

2. The Executive Secretary will perform the following functions:

(a) Review and distribute all incoming extra-Agency correspondence addressed to the Director and Deputy Director. Subject to review by the Director and Deputy Director, he will assign tentative actions and suspense dates to the appropriate Deputy Director, Head of Independent Office, or appropriate officer. He will call the attention of the Director and Deputy Director to any correspondence that warrants their awareness or guidance prior to completion of action. He will also review correspondence for the signature of the Director and Deputy Director destined to addressees outside the Agency to assure they are in proper form and have been fully coordinated. This effort will be supplemented by the personal staff assistants assigned to their offices.

(b) Review all intra-Agency correspondence addressed to the Director and Deputy Director, ensuring that staff action has been completed and that copies are disseminated to all interested components. Unless specifically exempted by the Director or Deputy Director, all hand-carried material, whether they be action or information papers, will be recorded with the Secretariat, together with a statement or note indicating the action taken (even if ex post facto). In the event decisions are reached during the course of a telephone conversation, an effort will be made to make notes and file a copy with the Secretariat. A record of all actions assigned by the Director or Deputy Director will be maintained and reviewed with them periodically.

(c) He will keep the DCI, DDCI, and Deputy Directors advised of significant correspondence via a periodic reading file, provision of information copies, or oral briefings on particularly sensitive topics.

(d) He will index documents for prompt retrieval and maintain appropriate compartmentation of sensitive files of materials.

(e) He will exercise supervision over the Executive Registry and the Administrative Officer of the Office of the Director.

(f) Provide administrative support to the Secretary of the CIA Management Committee, to include developing draft agendas for meetings, circulating related papers, and taking the minutes of the meetings.

(g) Have developed and monitor a schedule of all major intelligence production tasks.

(h) Record items of discussion at the Director's staff meetings and disseminate action reminders and establish suspense dates.

(i) Approve expenditures from the DCI Imprest Fund.

(j) Circulate the calendars of the Director and Deputy Director on a timely basis.

(k) Develop the daily absentee list of senior officers.

(l) Approve staff cable dissemination requests and refine all staff and command cable and electrical transmissions systems to assure that the Director and Deputy Director are kept informed.

(m) Act as E Career Service Approving Officer for all personnel actions concerning officers of GS-15 and below.

(n) Review and approve, as appropriate, recommendations from the DCI Administrative Office regarding:

1. Equipment rental contracts
2. Procurement requisitions
3. Travel orders, advances and accountings
4. Contract/consultant payments
5. Transfer of charges from other offices to the Office of the Director
6. Special project expenses
7. Program Call for the Office of the Director
8. Executive Dining Room billings
9. Nominations of officer training before transmittal to the Training Selection Board

10. Office space plans for the Office of the Director and Independent Offices
11. Allocation and adjustments of personnel ceiling in the Office of the Director and the Independent Offices
  - (o) Act as the focal point and adviser to the Management Advisory Group.
  - (p) Perform other functions as assigned by the Director.

Attachment

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